

Resources: Travel and Leave Policies

Foreign Affairs Manual/Handbook (FAM/FAH) References

Work Schedules

[3 FAM 2330 Hours of Work](#); [3 FAH-1 H-2330 Hours of Work](#)

3 FAM 3300 Leave Administration

[3340 Voluntary Leave Transfer Program](#) 

3 FAM/FAH 3400 Paid Leave

[3 FAM 3410 Annual Leave](#)  [3 FAH-1 H-3410 Annual Leave](#)

[3 FAM 3420 Sick Leave](#)  [3 FAH-1 H-3420 Sick Leave](#)

[3 FAM 3430 Home Leave](#)  [3 FAH-1 Paid Leave - Home Leave](#)

[3 FAM 3440 Military Leave](#) 

[3 FAM 3450 Court Leave](#) 

[3 FAM 3460 Other Paid Leave](#)  [3 FAH-1 H-3460 Other Paid Leave](#)

3 FAM/FAH 3500 Unpaid Leave

[3 FAM 3510 Leave Without Pay](#)  [3 FAH-1 H-3460 Other Paid Leave](#)

[3 FAM 3520 Absence Without Official Leave \(AWOL\)](#) 

[3 FAM 3530 The Family and Medical Leave Act of 1993](#) 

3 FAM/FAH 3700 Travel

[3 FAM 3720 Rest and Recuperation \(R&R\) Travel](#)  [3 FAH-1 H-3720 R&R Travel](#)

[3 FAM 3730 Visitation Travel](#) 

[3 FAM 3740 Emergency Visitation Travel](#)  [3 FAH-1 H-3740 Emergency Visitation Travel](#)

[3 FAM 3750 Travel of Children of Separated Families](#)  [3 FAH-1 H-3750 Travel of Children of Separated Families](#)

Useful Travel and Leave Cables/Department Notices

Scheduling of Annual Leave and Leave Restoration

[Dept Notice: Scheduling and Using Annual Leave](#) (9/2012)

[STATE 97169: Scheduling and Using Annual Leave](#) (9/2012)

[Department Notice: Use or Lose Annual Leave? Schedule It! Or Donate It!](#) (7/2012)

[STATE 74574: Use or Lose Leave - Schedule or Donate It](#) (7/2012)

[STATE 021685 Scheduling Use or Lose or Restored Leave, Reminder to Supervisors and Employees](#) (March 2013)

[Department Notice: Scheduling "Use or Lose" and Restored Annual Leave - Reminder to Supervisors and Employees](#) (March 2013)

Restoration of Leave for National Emergency Employees – Iraq, Afghanistan, Pakistan

[Department Notice: Restoration of Annual Leave for National Emergency Employees](#) (10/2012)

[STATE 105961: Restoration of Leave, National Emergency Employees](#) (10/2012)

H1N1 Influenza and Leave Options for Employees

[Department Notice: Workplace Flexibilities for 2013 Seasonal Influenza](#)

[STATE 011687 Workplace Flexibilities for 2013 Seasonal Influenza](#)

[Department Notice: H1N1 Influenza and Leave Options for Employees](#) (9/2009)

[STATE 091815: H1N1 Influenza and Leave Options for Employees](#) (9/2009)

Leave Options for Parents

[STATE 70881: A Comprehensive Guide on Issues Related to Pregnancy, 2010](#) (7/2010)

Mandatory Home Leave or Transition Leave

[STATE 045301: Clarification, Continuous Service Requirement at AIP Post - Leap Year](#) (5/2012)

[STATE 097169: Eligibility for Mandatory Home Leave/Transition Leave Following One-Year](#)

[Unaccompanied Tours at Posts Experiencing Extraordinary Circumstances](#) (9/ 2011)

[Department Notice: Posts With Mandatory Home Leave or Transition Leave Following a 12-Month Tour of Duty](#) (9/ 2009)

[STATE 079951: Mandatory Home Leave or Transition Leave Following a 12-Month Tour of Duty](#) (9/ 2009)

[STATE 119416: Revised Home Leave Regulations: 12 Months Tour of Duty at Designated Posts](#) (7/ 2006)

Voluntary Leave Transfer Program (VLTP)

[Department Notice: Supporting Colleagues Through the Voluntary Leave Transfer Program](#) (11/ 2012)

[STATE 114728: Supporting Colleagues Through the VLTP](#) (11/2012)

The Family and Medical Leave Act (FMLA)

[Department Notice: Family and Medical Leave Act Provisions](#) (11/2011)

[STATE 110358: Family and Medical Leave Act Provisions](#) (11/2011)

[Department Notice: New Provisions in the FMLA Related to Military Service](#) (7/2010)

[STATE 070886: New Provisions in FMLA Related to Military Service](#) (7/2010)

[Department Notice: New Provisions in the Family and Medical Leave Act \(FMLA\)](#) (2/2009)

[STATE 009347: New Provisions in the FMLA](#) (2/2009)

Leave Without Pay (LWOP)

[Department Notice: Use of LWOP for Purposes of Family Support](#) (10/2010)

[STATE 102831: Use of LWOP for Purposes of Family Support](#) (10/2010)

Other Leave Notices

[STATE 116361 27 PP in 2012 Leave Year for Leave Accrual Purposes](#) (11/2012)

Washington, D.C., Early Dismissal and Closure Procedures

[Washington, DC, Area Dismissal and Closure Proceduresl.pdf](#)

[Department Notice: Washington, D.C., Dismissal and Closure Procedures for DOS Employees](#)

[Department Notice: Receiving Operating Status Updates from OPM for the Washington, D.C., Metropolitan Area](#)

Emergency Visitation Travel

[STATE 064390: Corrected State 062264, EVT Templates](#)

[STATE 110991: EVT Clarifications](#)